



Residential Opportunities, Inc. – Employment Opportunity

Cook

January 19, 2022

Position Title: Cook

Supervisor: Program Coordinator

Status: Non-exempt

Wage: \$15.11 hourly

Schedule: Thursday, Friday, and Saturday day and evening shifts; part time

Our Cooks provide our residents with good, healthy food effectively, efficiently, and within the food budget for the home. You will be maintaining the food program in accordance with the standards of good nutrition, overall program goals, agency policy and procedure, and all federal, state, and local laws and/or regulations. You will implement responsibilities and other actions in accordance with [ROI's Core Values and Vision and Mission Statements](#).

At ROI, we are always looking for caring, compassionate and talented individuals to join our team.

ROI is a well-established and well recognized non-profit agency that for over 40 years has played a vital role in providing housing, behavioral health and autism services in Southwest Michigan. ROI's focus is helping people realize their hopes, dreams and goals through a strong person and family centered approach proven successful in fostering and supporting a lifelong and strong connection with the community. ROI is accredited through the Commission on Accreditation of Rehabilitation Facilities (CARF) and is committed to being an anti-racist organization. We believe that our greatest asset is our staff, as they have the ability to effect positive change in the lives of the people that we serve. Offering excellent benefits and an upbeat atmosphere, ROI is an amazing place to work if you are looking to make a difference, both in the lives of our residents and in your own life.

Our Mission: ROI partners with children and adults with disabilities and their families so they may live more meaningful, healthy and independent lives in their homes and communities.





ESSENTIAL DUTIES:

- Order, purchase, store, and inventory all food, supplies, and other household goods.
- Prepare and maintain menus for the individuals served in the home.
- Plan, prepare, and/or serve all meals.
- Keep the kitchen, dining area, food storage area, appliances, and utensils neat, clean, safe, and sanitary.
- Document and maintain records relating to food stamps.
- Operate kitchen appliances and office equipment.
- Follow all applicable federal, state, and local laws and/or regulations relating to food safety and quality standards.
- Teach and support individuals served to complete the following as independently as possible, and assist or perform these tasks if the individual cannot do so independently:
 - Meal assistance including: meal preparation and clean-up.
 - Social and leisure activities of interest to the person receiving supports.
 - Protocols to reduce challenging behaviors including coping skills, appropriate waiting, token economics, and picture exchange communication systems (PECS).
- Implement relevant health and safety protocols, including but not limited to CPR, first aid, and crisis protocols.
- Provide input for developing individual program plans and implement such plans.
- Inform supervisor of problems or issues regarding individuals served or their environment.
- Report to shifts, meetings, and trainings as scheduled and remain fully alert at all times.
- Display responsible, conscientious behavior, and use good judgment in making decisions.
- Facilitate teamwork between all team members via open communication, responsibility sharing, and a cooperative attitude.
- Advocate for and respect the rights of individuals served.
- Demonstrate flexibility as work schedules may be adjusted as necessary to meet the needs of the individuals served.
- Comply with all laws and regulations regarding reporting suspected abuse and neglect of vulnerable persons.
- Maintain the confidentiality of all restricted information, data and reports.

Training is provided to all new hires.

REQUIREMENTS:

- Must be 18 years of age or older
- Possess a high school diploma/GED

QUALIFICATIONS:

- Previous experience working as a cook for large numbers of individuals.
- Fundamental knowledge of nutrition and cooking for large numbers of individuals, and of service delivery to adults with developmental disabilities.
- Ability to follow oral and written instruction.





- Work independently in the absence of direct supervision.
- Stand for extended periods of time, bend and squat, independently transport heavy boxes and bags of food and other supplies.

PREFERRED: Approved driver status as determined by ROI. Previous experience working with individuals who are developmentally or similarly disabled.

BENEFITS:

- Paid Vacation
- Paid Sick Time
- 2% Annual Pay Increase
- Medical/Dental/Vision/Disability Insurance Availability
- Company paid Life Insurance
- Flexible Spending Account
- Retirement Plan available with 3% Employer Match after 2 years
- Tuition Reimbursement Program
- Employee Assistance Program

Apply online at: <https://www.residentialopportunities.org/join-our-team/employment-opportunities>

COVID-19 Considerations:

ROI is covered under the MDHHS healthcare regulations. In an effort to keep us all safe, throughout the organization we are practicing social distancing to the extent possible (while continuing to provide necessary personal care), wearing masks, increasing surface cleaning and keeping ourselves apprised of Federal and State orders and recommendations. All visitors and staff will participate in a health screening prior to visitation/shift. All visitors and staff will wear proper fitting, surgical, KN-95 or N-95 masks at all times. We continue to be amazed and appreciative of the support from our community for ROI and those we support.

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at ROI, where employment is based upon personal capabilities and qualifications without discrimination based on any protected class status.

